

19 October 1960

MEMORANDUM FOR THE RECORD

SUBJECT: Training of Agency Military Reservists (Assistance From OTR)

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At the suggestion of [REDACTED] Chief, Plans and Policy Staff, OTR, discussions were held with [REDACTED], Chief, Registrar Staff and [REDACTED] Chief, Admissions and Information Branch, OTR regarding assistance by OTR in certain areas of the Agency's Reserve training program. The following procedures were agreed upon:

1. New Media for Employee Reservists. OTR will include pertinent information regarding training requirements and training opportunities in their Training Bulletin. Such information will be included in each issue in a section set aside and appropriately titled for the purpose so that Reservists will form the habit of looking to the Bulletin for Reserve training information. Information to be included in the Bulletin will be prepared by Mobilization and Reserve Branch, NMFB, OP, and submitted to OTR. OTR, after coordination with NMFB, will add information regarding additional reserve training opportunities which they may discover through their normal OTR contacts.

2. Recording of Certain Reserve Training in OTR Training Records. It was generally agreed that the recording in OTR training records of certain training courses completed by employee reservists while on a tour of active duty training would be proper and advantageous. When a determination has been made as to the types of training courses which should be recorded NMFB will provide such information to OTR.

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[REDACTED]
**Chief, Mobilization and Reserve Branch
Office of Personnel**

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